

The following text is hereby added to Section L.8 (a) of the RFP:

“Budgets shall be submitted in Excel format, shall be “unlocked” and shall include all formulas necessary to derive the basis for calculations.”

Questions and Answers

1. What is the expected start date of the project?
Approximately January 2009.
2. Page 8 of the RFP cites demand for new teachers at 700 a year, i.e. approximately 1 new teacher per thousand students. It also cites number of teachers at 70,000, which would imply an extraordinarily low attrition rate. Could you please confirm these figures?
Yes, the figures cited in the RFP are correct. The attrition rate for teachers is low.
3. Is the Master of Education program envisaged to be full-time training for two years, or part-time for working professionals? Also does it have to be two full years, or would an intensive program covering two summers and one academic year be acceptable?
The Master of Education program should be set up to accommodate both full-time students as well as working professionals (part time).
4. Page 13 of the RFP states the following expected results: At least 85 students graduate the two-year Master of Education Administration program. If the contract begins halfway through the academic year (January 2009) this would leave only one semester for establishment of partnership, development of curriculum, approval by MES, and recruitment of faculty and of the first class of students, who would have to begin their studies by September 2009. Please confirm this expected result given the requirements for establishing the M.Ed and the project duration of 3 years.
The number 85 is based on 30 students being admitted in 2008 (expected to graduate in spring 2010) and 50 students admitted in 2009 (expected to graduate in spring 2011). The expected number of students applying in 2010 is 60.
5. Is the project expected to provide tuition support for the 145 students enrolled in the two-year Master of Ed. Administration program at ICU?
Tuition support for students will not be covered under this activity.
6. Should the project budget include the cost of training 1000 school principals through the ICU training program, or would the principals' training be paid for by the Government of Georgia (as part of the free training for teachers described on p. 8 of the RFP)?
There is no subsidy for the principals' training at the moment, but there are plans to provide such subsidies. The project should cooperate with the MES and ERCs to encourage such subsidy, or encourage such training to be paid by the trainees themselves.
7. Regarding the fourth bullet under objective one: "build on previous technical assistance and training to ERC staff." Would this training take place through attending a specially designed course at ICU, or should the contractor develop additional trainings?
The contractor will need to provide additional training to ERC staff.
8. Does Ilia Chavchavadze foresee the possibility of having short-course credit count toward the master's degree requirement, or will the two programs be separate and distinct?
The short-courses are for professionals that are already working in the field. Ilia Chavchavadze does not currently plan to count those credits towards the Master's degree program. This is an area where the awardee may wish to engage the university to consider

utilizing some of these short-courses in the development of a program where working professionals can earn the Masters of Education Administration part-time.

9. Might USAID support, through this project, extend to study abroad for ICU faculty and administrators, as well as for MES staff?
Study abroad will not be funded under this activity.
10. Can USAID please provide an assessment of ICU's capacity (number of faculty, experience, etc.) to undertake development and sustain a graduate program for 145 Masters students and short courses for 1000 practitioners?
No such assessment exists. Ilia Chavchavadze University has the largest education program in the country with over 475 students in education at the bachelors and graduate levels.
11. What are the incentives for students to enter a masters program in educational administration – is it expected that any stipends will be provided by the project?
Education administrators are paid substantially higher salaries than teachers. No tuition stipends will be funded by this project.
12. The Objective 2 results statement includes the language that ERCs will be “empowered to administer and support schools” – does this provision convey the expectation that ERCs will have management authority over schools in their area?
The project is expected to support and advocate for MES policies that give ERCs a stronger management role, particularly in the areas of school finance, staffing, and curriculum. When the MES adopts such policies, the project will be expected to train ERCs to exercise their new authority.
13. Can sub-contractors be for-profit-companies?
Yes
14. On page 45 L.2 (e) (1) and (2) the RFP states that the title page and each sheet of data must include a disclosure legend. Please confirm that the disclosure legend on the cover of the technical and cost volumes will sufficiently protect the entire volume.
It is recommended that a disclosure statement be included on both the title page and each page that contains data that the Offeror wishes to restrict.
15. On page 47 L.6 (a) (ii) please clarify that one (1) original and four (4) copies of the technical volume are required, and one (1) original and two (2) copies of the cost volume are required.
Proposals must be submitted electronically. Hard copy submissions are optional. If an Offeror chooses to submit hard copies, 4 paper copies of the technical proposal and one original and 2 copies of the cost proposal and one original are required.
16. It is our understanding that if proposals are submitted electronically, hard copies are not required. Is this correct?
See answer for Question 15 above.
17. On page 48 L.7 (c) the RFP states that the technical proposal should not exceed 20 pages (excluding annexes). Please clarify whether graphics or other charts are included against the 20 page limit for the technical submission.
Graphics and charts may be included as annexes as appropriate.
18. On page 48 L.7 (c) please clarify if text contained within graphics or other charts can be written in font smaller than 11 pt. in the technical submission.
Text for graphics and charts shall not be less than 10 pt.

19. On page 49 L.7 (e) the RFP states that as part of its proposal a statement signed by each person confirming their present intention to serve in the stated position and their present availability to serve for the term of the proposed contract must be submitted. Please confirm that this is only required for long-term staff.
USAID confirms that statements of intent are only required for long-term staff.
20. On page 49 L.7.2 (f) please confirm that CVs/ resumes detailing proposed US personnel's experience may be included in an annex and will not count against the 20 page limit for the technical submission.
USAID confirms that CVs may be included as annexes to the technical proposal and will not count against the 20 page limit.
21. On page 49 L.7 (f) the RFP states that CVs must include contact information for references. Please confirm that references are only necessary at the proposal stage for long-term staff.
Contact information for references is required for all proposed long-term personnel.
22. Page 51 L.7.4 (3) (B) requires offerors to provide a copy of the most recent SF294 for each contract against which the offeror was required to report for the past three years. Due to the large size of these documents, is it possible to include our SF 294s on a CD-ROM included with the original technical volume? If not, is it possible to include them in hard-copy form with the original technical volume only?
If submitting proposals in hard copy, please include SF294s as a CD-ROM.
23. Page 39 K.1 the RFP states that FAR 52.237-8 "Restriction on Severance Payments to Foreign Nationals (Aug 2003)" has been included. As USAID contractors are required to follow local labor law with regards to severance payments to local staff, we request that FAR 52.237-9 "Waiver of Limitation on Severance Payments to Foreign Nationals (Aug 2003)" be added to the RFP.
FAR 52.237-9 "Waiver of Limitation on Severance Payments to Foreign Nationals (Aug 2003)" will not be added.
24. The RFP cover page, box 20, lists the award amount as \$.00. Page 51 states "the estimated cost for the three-year period is \$5.5 to \$6 million including fixed fee...". Please confirm the expected amount of the award.
The estimated amount of the award is \$5.5 to \$6 million USD.
25. The USAID Notice of 9/12/08 that announced this procurement stated that "the award will be between \$5,000,000 and \$10,000,000." Please confirm that funding available over the life of the project for this activity is anticipated to be up to \$10 million.
See answer for Question 24 above.
26. Section F.5, page 19, of the RFP says the key personnel are TBD. Please state which personnel are key personnel.
The Chief of Party will be designated as key personnel and USAID may choose to select additional key personnel positions as it deems appropriate.
27. Should applicants list only the COP as key personnel or should applicants suggest additional key personnel position in their proposals?
See answer for Question 26 above.
28. In regards to Section L6 (a) (i) on page 47, is it required that offerors fax signed pages or can scans of signed pages be sent via email?
Scanned signatures are acceptable.

29. Is there any flexibility to change the geographic code on this contract to allow for worldwide procurement?

No.

30. Is the Monitoring and Evaluation plan included within the 20 page limit for the technical proposal?

Yes.